

District Direct Mobile Application

How to Submit a Mid-Certification

PROCEDURE

How to Submit a Mid-Certification in the District Direct Mobile App

Overview: Follow the steps below to successfully submit a mid-certification in the District Direct mobile app

STEP-BY-STEP:

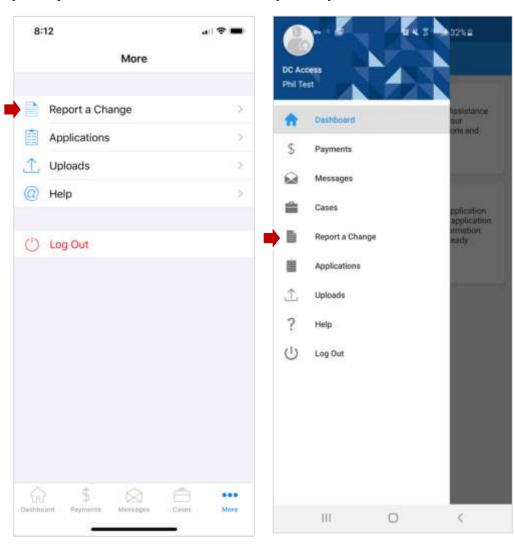
1. User clicks on the **More Options** dashboard.

[iPhone] [Android] 8:12 (t40 🖾 🖦 WAS TARRED Dashboard Dashboard Messages You do not have any new messages. You do not have any new messages. VIEW MESSAGES View Messages Cases Cases 5 in total 6 in total Eligible: TANF/POWER Ineligible: Burial Assistance, General Assistance for Children, Interim Disability Eligible : TANF/POWER Ineligible: Burial Assistance, Disaster SNAP, Assistance, Refugee Cash Assistance General Assistance for Children, Interim Disability Assistance, Refugee Cash Assistance VIEW CASES View Cases Next Payment Jan 1, 2020 \$27.00 on Monday, June 1, 2020 Next Payment VIEW PAYMENTS \$2673.00 on Wednesday, July 1, 2020 View Payments Applications You can use this app to submit an application for benefits. You may also finish an application you previously started and view information. Applications about applications that you have already submitted to us. You can use this app to submit an application VIEW MY APPLICATIONS APPLY for benefits. You may also finish an application you previously started and view information about applications that you have already submitted to us. View My Application Submit 111 0 <

2. User selects "Report a Change."

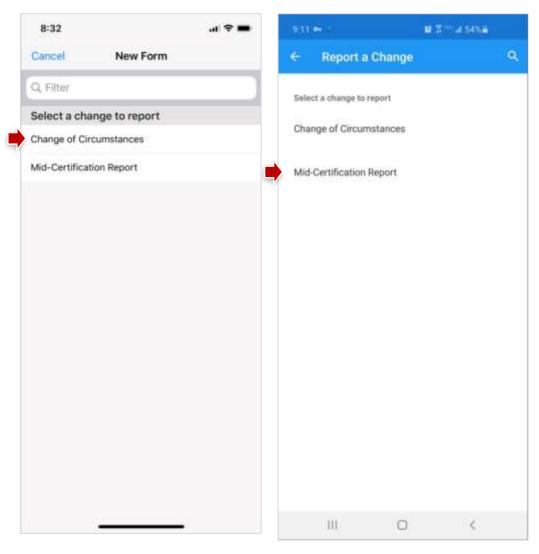
[iPhone]

[Android]



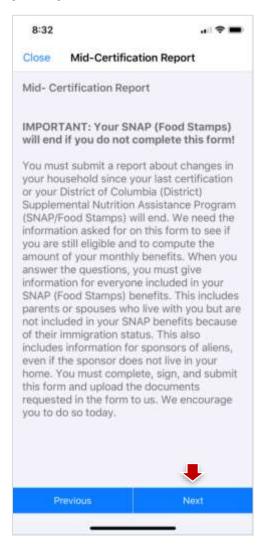
3. User selects the "Mid-Certification Report" and begins a new form.

[iPhone] [Android]

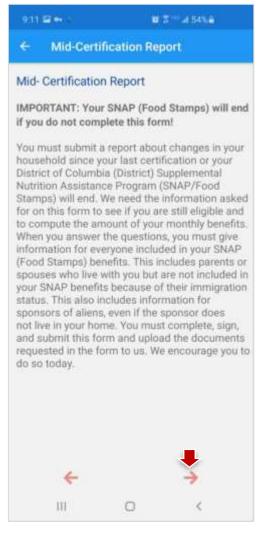


4. Once a new Mid-Certification Report is initiated, the mobile app will display a form that consists of a series of questions asked over several screens.

[iPhone]



[Android]



- **5.** Once a Mid-Certification Report is completed with the recipient signature, the user can no longer update it.
 - a. Tapping on a completed Mid-Certification Report opens a read-only version of the report form.
 - b. For an "In-Progress" Mid-Certification Report, the user can provide updates to the report on the **Report A Change** screen.

[iPhone] [Android] 8:35 9.12 🖼 🕶 # 3 # 54% Mid-Certification Report Close Mid-Certification Report beneficiary cannot sign this form, you may FLEADE READ AND STON, I Have reviewed sign it for them. By signing, you are the information and I believe that all of the attesting under penalty of perjury that all of information on this form is true and correct to the information on this form is true and the best of my knowledge. I know if I give false correct to the best of your knowledge. information, I may be breaking the law and I could be at risk of criminal prosecution and penalties. I know that state and federal officials I have reviewed the information and I will check this information. I agree to help and believe that all of the information on cooperate with their potential investigations. this form is true and correct to the best of my knowledge. Authorized Representative(s): If the beneficiary cannot sign this form, you may sign it for them. Recipient Signature* By signing, you are attesting under penalty of perjury that all of the information on this form is true and correct to the best of your knowledge. I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my Tap here to sign knowledge. Recipient Signature* TAP HERE TO SIGN Date* Date* Jun 29, 2020 Jun 23, 2020 Phone:* Phone:* 0